DOCUMENT RESUME

ED 419 522 IR 019 144

AUTHOR	Fehling, Eric E.
TITLE	Classroom Web Pages: A "How-To" Guide for Educators.
PUB DATE	1998-05-00
NOTE	53p.
PUB TYPE	Guides - Classroom - Teacher (052)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Computer Graphics; Computer Oriented Programs; *Computer System Design; Design Requirements; *Educational Technology; Elementary Secondary Education; Guidelines; Learning Activities; *World Wide Web
IDENTIFIERS	*Web Pages

ABSTRACT

This manual provides teachers, with very little or no technology experience, with a step-by-step guide for developing the necessary skills for creating a class Web Page. The first part of the manual is devoted to the thought processes preceding the actual creation of the Web Page. These include looking at other Web Pages, deciding what should be included in the Web Page, and deciding how the page should be laid out. The second part of the manual is devoted to capturing images that might be included in the Web Page. After focusing on decision making regarding which graphics to use, this section shows how to capture and convert the images so they are available for the Web Page. The digital camera, scanner, captured images from other Web Pages, and graphic converter are all discussed. The final section is devoted to the actual creation of the Web Page. This manual concentrates on Claris HomePage as the tool. (AEF)

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Classroom Web Pages

A "how-to" guide for educators

Eric E. Fehling

U.S. DEPARTMENT OF EDUCATION
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Classroom Web Pages

A "how-to" guide for educators

by: Eric Fehling

Table of Contents

I. Preface..... i

II. Introduction..... 1
Tips before beginning..... 6

III. Thought Processes..... 7

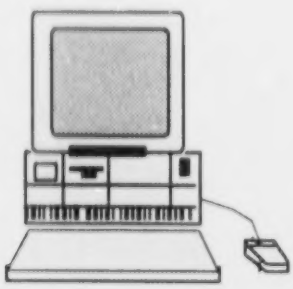
IV. Capturing Images.....11
QuickTake Digital Camera..... 15
Flatbed Scanner.....18
Graphic Converter..... 21

V. Web Page Layout.....24

VI. Creating Your Web Page (Claris HomePage)....30
Text..... 31
Images.....32
Links.....32
Backgrounds and Color.....33
Tables.....34

VII. Uploading Your Web Page.....35

VIII. Appendix.....38



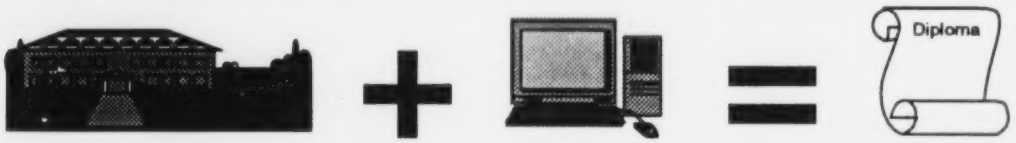
Preface

Some of you may be wondering why a teacher would want to create a class Web Page. I can give you several reasons why I decided to create one with my class as well as why this manual was created. First of all, I am proud of my class and want the talents of my students to be shown off. Second, I was able to kill two birds with one stone. The ability to integrate the Internet into the existing curriculum has allowed me to fulfill two standards for the price of one. Not only did I fulfill my technology standards for the fourth grade, but I also fulfilled my biography standards for the fourth grade in a way that the students found interesting. Finally, I feel it necessary to immerse my students into technology whenever appropriate and possible so that they might be ready for the 21st century.

Technology has taken off in the classroom like a wild fire. One would be hard-pressed to find a school without either computers in the classroom or a computer lab in the school. This infestation of computers in to the classroom is only a microcosm of the real-world where computers have invaded households, libraries, and businesses. Children in the 90's are expected to know how to use, or at least be familiar with and comfortable in front of a computer. Where are these children going to learn about computers? Some

may answer that many families own computers and therefore children can learn about them at home. What then do we do with the children whose family can not afford computers, or simply choose not to purchase one? The schools have provided this answer by introducing computers into the classroom.

You might now be thinking this is great for the student, but what about me, the teacher? Well many states have now passed computer competency requirements for classrooms. Students must possess the computer skills appropriate for that grade level in order to move on to the next. We, as teachers, are in charge of teaching those skills to the students. If we are not knowledgeable about,or comfortable with computers, how can we expect to teach our students these skills? The answer is we can not expect to. This manual is created for those teachers with **very little or no** technology experience. By simply following this manual, you will possess the skills to create your own class Web Page. When we combine computers and technology with education, the result we get is students ready for the technologically driven world that awaits them.



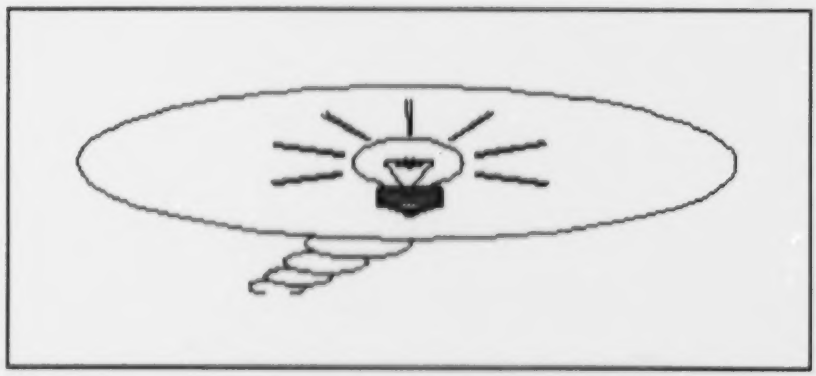
Introduction

Introduction

To help you create your class Web Page, I will take you through the process step by step in this manual. It is important to note, though, that these steps need not be followed in this order to complete your Web Page. School circumstances and planning problems may necessitate the rearrangement of these steps. I would plan for this project to take about 20 total hours, and have included a time line in the appendix to follow if you would like.

Time to complete this project will vary by class and teacher.

Thought processes



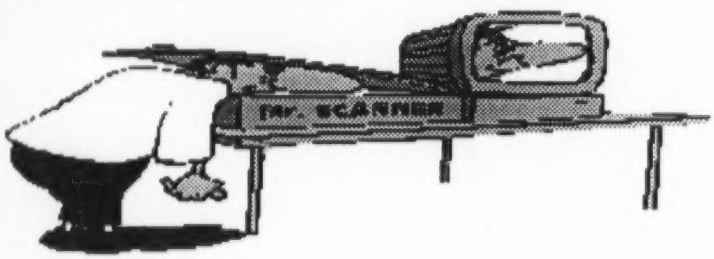
The first part of the manual will be devoted to the thought processes preceding the actual creation of your Web Page. It will

Planning your Web Page before creating it will save lots of valuable time.

save time if you and your class know what you would like on your Web Page before you actually start creating it. The thought processes preceding the creation of your Web Page include looking at other Web Pages, deciding what you want the theme of your page to be, deciding what you want to include in your Web Page, and deciding how you want the page to be laid out. If you complete these steps before you actually begin creating your Web Page, you will save yourself a lot of time.

Deciding the layout of the page is one of the most crucial parts of creating your class Web Page.

Capturing images



The second part the manual will be devoted to capturing images that you might include in your Web Page. Most interesting Web Pages have graphics of some kind.

Graphics can help make the Web Page interesting and keep the viewer's attention on it.

Directions for how to use the digital camera, scanner, and graphic converter will follow in this manual.

After you have determined what you would like to use for graphics, this section of the manual will show you how to capture and convert your images so the images will be available for your Web Page. Included in this section are the digital camera, the scanner, capturing images from other Web Pages, and graphic converter.

Creating the page

Creating the page is perhaps the most fun part of the project for the children.

The final section of this manual will be devoted to the actual creation of your Web Page. This manual concentrates on Claris HomePage as the tool for creating your Web Page. Once again I think that it is important to note that this manual is created for those educators with very little or no computer

experience. Those teachers with more advanced skills in computing, might not benefit greatly from this manual.

Tips Before Creating Your Class Web Page

- Make sure you know your school district's policy regarding the World Wide Web. Many school districts do not allow the use of names or pictures of students to be posted on the Web. An example is included in the appendix.

- Find out what resources your school offers. The creation of a class Web Page might not even be possible if your district does not have the resources to create one. Check with your school's technology advisor before beginning.

- What theme do you want for you Web Page? It is important to give the students a reason for creating a class Web Page. If you are currently studying ecosystems, you might choose to focus your Web Page around that topic. Examples of possible themes are included in the appendix.

- What technologies do you want / need to include in the creation of your Web Page? Many districts and states have computer standards for each grade. Find out what the standards are for your particular grade and try to include them in the creation of your site.

- Let the students have as much ownership and control over the creation of the Web Page as possible. The more input and voice they have in the creation of their project, the happier they will be with the output.

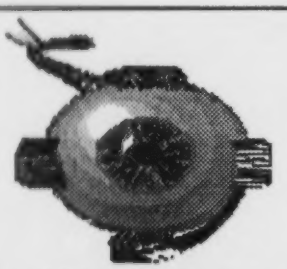
- Most importantly, have fun. The creation of your class Web Page should be a fun experience for you and your students. It is a chance to show the world, literally, what you and your students are all about. If you find that you are not having a good time with the creation of your class Web Page, step back and reevaluate.

Soon, your class will be world-wide on the Internet.

Thought Processes

Thought Processes

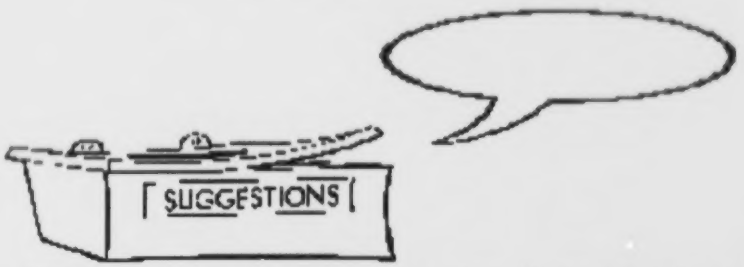
As I mentioned earlier, this section of the manual is devoted to the thought processes involved before you actually begin your class Web Page. I have listed several steps to follow when thinking about what you would like for your Web Page, in the order I found most useful.



1. Look at other Web Pages. This step is important for brainstorming and gathering ideas for what you would like in your Web Page. It is also important that your students know exactly what a Web Page is, and what it is they are creating. This step works very well if you have a television and a presentation system so that everyone can view the Web Pages at the same time. I would advise browsing the internet yourself before letting the students go off on their own. It might be

For safety concerns, it is best to bookmark sites if the children are going to be looking at them without supervision.

wise to bookmark several sites on the net that you would like the class to see. This avoids children surfing the Web and finding things they should not be seeing.



Having a good reason for your kids on why you are doing a Web Page is important.

2. Decide what you want the theme of your class Web Page to be. It is important to have a reason for creating a class Web Page. Just creating a page for the sake of technology will not have as big an impact as having a reason behind doing it. You can choose the theme of your Web Page to be virtually anything, so you can easily tie the creation of it in to your curriculum.

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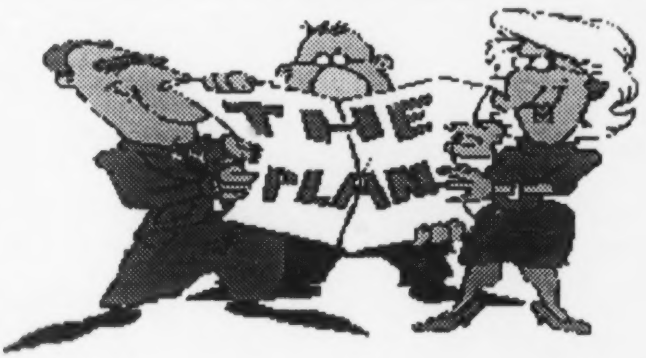
3. After you have decided on a theme for your Web Page, you need to decide what to

include in it. For example, if you decide that you want the theme of your Web Page to be reptiles, you might want to include reports the children have done, pictures the children have either taken, created or captured, and links to other pages focused on reptiles.

Including student work is crucial if you want them to have ownership over the project.



4. Finally, after you have decided what you would like to include in your Web Page, you will need to determine the layout of your Web Page. Things such as where you want your reports, where you want your pictures, where you want your links, do you want to include any tables or graphs, all come in to play during this step. This step makes the actual creation of your Web Page a breeze. Then create your page.

This step of your project should move rather smoothly if you have followed the steps to this point.

Capturing Images

Capturing Images

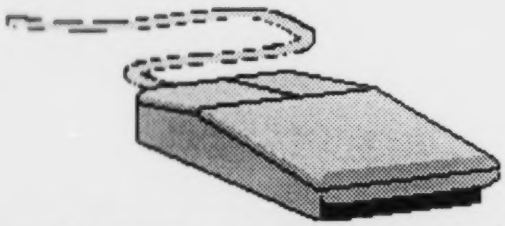
Adding graphics to your Web Site greatly enhances its looks.

This portion of the manual is devoted to capturing the images that you will be using in your Web Page. There are several different ways to capture images to use with your Web Page. Instructions for the most complicated ones will follow this page.

1. The QuickTake camera. This digital camera is available in most schools for checkout and is very simple to use. Directions for its use are on the following pages.

Most all graphic capturing techniques are simple once you have learned the basics.

2. The scanner. Almost all schools own a scanner that can be used by the teacher, and students under teacher supervision. Directions for scanner use will also be included on the following pages.



3. Capturing images from other Web Pages. Capturing images from other Web Pages is very simple. For an IBM, you click on the right mouse button when it is on the image and choose "Save image as". For a Macintosh, you hold the mouse button down when it is on the image and then choose "Save image as".

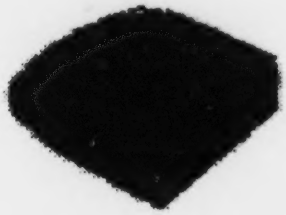
Make sure you understand the copyright laws and "fair use" policies.

Most images can be captured and used for personal pages not involving any sort of advertising or sales. However, there are copyright restrictions on many of the images you will find on the Web, and there are many people and companies that do not like people using the images they have created. It is always safest to email the owner of the Web Page (the email address can usually be found on the bottom of the page) and ask for permission to use the image in your class Web Page.

If you do not use Graphic Converter your images will not show up on your Web Page.

4. Graphic Converter. Graphic Converter is a computer program that allows you to convert images you have captured so that they may be used in your Web Page. Most schools own graphic converter and directions for its use are contained on the following pages.

QuickTake Digital Camera



Introduction

As mentioned earlier, the QuickTake digital camera is one way to get photographs onto your Web Site. The digital camera is a camera which uses no film, but rather stores the pictures you take in memory until they are downloaded onto your computer. Although this may sound complicated to the novice computer person, the use of a digital camera is as simple as your normal camera. Simply aim and shoot.

If you can use a normal camera, then you can use a digital camera.

Use

The QuickTake camera is ideal for taking pictures of your class or individual students for your Web Site (again, check on your district's policy regarding student pictures on the World Wide Web). The QuickTake

Many districts do not allow student pictures on the Web.

If your school does not have a digital camera, check with the technology specialist about acquiring one.

camera can also be used to capture class projects, students in action, and anything your normal camera can capture. The advantage is you get immediate feedback of your pictures and do not have to spend money to get your pictures developed. Most schools will have a digital camera available for you to check-out. Instructions on how to use the QuickTake camera will follow on the next page.

QuickTake Digital Camera

Using the Camera:

1. Slide the lens cover to the side to turn the camera on.
2. Check the display screen in the back of the camera to see the number of pictures taken so far. If pictures have been taken, use a pencil or pen to press the button on the lower left side of the display screen to delete those pictures.
3. Check the upper right part of the display screen to see how many pictures can be taken, for use with a home page you should be able to take **32** pictures. If the upper right of the display says you can only take 8 pictures, then press the button on the upper right side of the display. This should change the camera so you can take 32 pictures.
4. To take a picture, press the button on the top of the camera just like you would with a normal camera.

Getting the Pictures from your Camera to the Computer Screen:

1. Plug the power adapter (should come with camera) into the side of the camera and into an power outlit.
2. Connect one end of the cable (this should come with the camera) into the side of the camera.
3. Connect the other end of the cable to the back of the computer into the modem port (this will have a picture of a phone over it).
4. Turn the camera on by sliding the lens cover over.
5. Using the mouse, click on the "QuickTake Image Access" icon or button.
6. When the new screen comes up, click on the "Connect to Camera" button.
7. An icon (or picture) of a camera should appear on the screen. Open the camera icon by double clicking on it.
8. Your pictures should show up as icons on the screen. If you wish to look at your pictures before saving them to disk, double click on the picture you wish to see.
9. Save the pictures you want to keep to your disk by clicking on the picture (**be sure to hold the mouse button down**) and dragging the picture to your disk icon (the picture of your disk on the computer screen).

To use these saved pictures in your home page, go to the directions for Graphic Converter.

17

Flatbed Scanner

Introduction

The scanner is yet another way to get graphics onto your Web Page. The scanner is like a photocopier for your computer. You can place any picture, drawing, graphic, etc. that you would like onto the scanner, and it will photocopy it on to your computer. Once you know the basics about using a scanner, it is just as easy as using a photocopier. Simply lay your sheet down the way you want it, and scan.

Almost every school has at least one scanner for teacher / student use.

Use

The scanner is ideal for putting pictures that your students have drawn, taken, or found in magazines, on to the Web Page (if you use pictures from a magazine, make sure that they are not copyrighted). The

Many pictures are copyrighted and you will need permission to use them.

advantage of the scanner is that you might already have pictures that you have taken with a regular camera that you want to include on the Web site. This eliminates the need to retake a picture with the QuickTake camera. Another advantage is the ability to show off student art work on the Web. The scanner allows you to put pictures of original student artwork on the Web, without having to use a computer program to recreate it. Most schools will have a scanner available for you to use. Instructions on how to use the scanner will follow on the next page.

Putting student artwork on the Web Page will give them more ownership over the project.

Scanning Directions

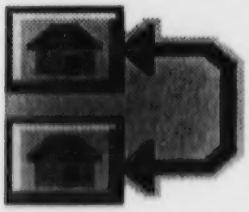
Using the Scanner

1. Use the mouse to click on the "**Ofoto 2.0**" icon or button (there might be a picture of a scanner like the one below).

2. Place the material you want to scan onto the glass scanning surface, **face down** (think of a scanner as a photocopier for your computer. The way you place your material on the scanner is the same way that it will appear on the screen. If you place a picture upside down on the scanner, it will appear upside down on the screen).
3. Once "Ofoto 2.0" has been opened, you will see a window called "scan controls" on the screen. At the top right of this screen, you will probably see the words "Apple Color Prtr" as the calibration. You want to change the calibration to "**Apple Color Display**". Do this by clicking your mouse on the words "Apple Color Prtr" and changing it.
4. You can skip this step if you would like, but it might end up saving you time. Click on the words "**Pre-Scan**" on the bottom right of the "scan controls" window. This will do a quick scan of the image to make sure that it is positioned correctly in the scanner. When this is complete, a dotted line will appear around the picture. Use the mouse to drag this dotted line around the exact part of the picture that you want scanned. This will allow you to get rid of parts of the picture you don't want.
5. Click the "**Scan**" button. If you skipped step 4, then click the "**Auto-Scan**" button.
6. You should now see an image of your picture on the screen.
7. To save your picture, go to the "**File**" menu and select "**Save As**". You will need to name your file as well as select a place for it to be saved to.

To use these saved pictures in your home page, go to the directions for Graphic Converter.

Graphic Converter



Introduction

Graphic Converter allows you to use the graphics you have saved on your Web Site. Each object that you use must either be saved in a format called GIF, or JPEG. Under normal circumstances, the graphics that you collect either from your digital camera or scanner, will be saved in a format called PICT. Files saved under the PICT format will not be able to be used on your Web Page.

Without converting your graphics from a PICT format to a GIF or JPEG format, you will not be able to see your graphics on your page.

Use

As previously mentioned, Graphic Converter is necessary in order to use the majority of your graphics on your Web Page. Without Graphic Converter, your digital camera and scanner would be virtually

useless as means to get graphics on your Web Page. It is advisable to open all the graphics that you plan to use in your Web Site in Graphic Converter. This will assure that all graphics will be in the correct format to use. In order to use your graphics you need only make one change, however in order to decrease the amount of memory used, several changes are advised. Most schools will have the Graphic Converter software. Graphic Converter is shareware, though, so if your school does not own it, you can obtain it for free.

Not only does Graphic Converter change your images so that they can be read, but it can also be used to save memory.

Graphic Converter

Using Graphic Converter

1. Click on the "**Graphic Converter**" icon.
2. Go to the "**File**" menu and choose "**Open**". Then find the file that you want to open. (You might have to click **Desktop** in order to find your disk with the file on it.
3. You should now see your picture on the computer screen.

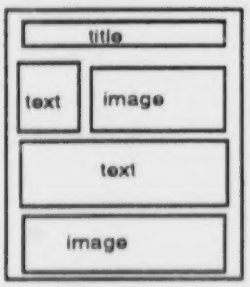
Converting your Picture

1. Once your picture is opened, you need to change its resolution to **72 DPI**. To do this, you need to go to the "**Picture**" menu and choose "**Resolution**".
2. Make sure the horizontal and vertical dpi is 72.
3. Next you should change your colors to **256 Colors**. To do this, go to the "**Picture**" menu and choose "**Colors**".
4. Drag the mouse down to **256 Colors (8 Bit)**.
5. When you have done this, go to the "**File**" menu and choose "**Save As**".
6. In the "Save As" window, **change the Format to GIF** (this is the most crucial step!) and save your file to your disk.

You are now ready to use your pictures and graphics on your web site!

Web Page Layout

Web Page Layout



Introduction

After you have decided what to include in your Web Page, and have captured all the images you wish to use, the next step is to plan what your site will look like. I found this to be a very crucial step in the creation of the Web Site with my class. Not only do I feel that it saved a lot of time, but I also think it saved a lot of class arguments about what to put where once we started the actual creation of the page.

You will quickly find that you will want to save as much time as possible. This is one area where a lot of time can be saved.

If you physically lay out your Web Page before trying to create it on the computer, it becomes a breeze and avoids student arguments.

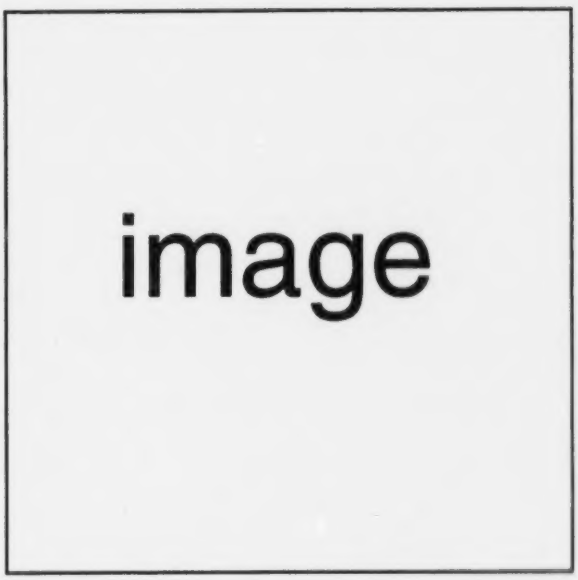
I have included, following this page, some sheets that you can cut out and use to physically layout your page. I found it useful to use a felt board when planning the page so that everyone in the class could see what was happening. I also recommend using a democratic way (majority rules) of choosing what images and text go where. The more dictator-like your position is in creating the page, the less fun the project will be for the students, and the less ownership they will feel over "their" class Web Page. Using a democratic way of deciding the layout of the page avoids much conflict and arguments. It might be useful to explain the democratic way to some younger students so they understand that this is the way the United States is run for the most part (this way you will get a little history and government mini-lesson in at the same time).

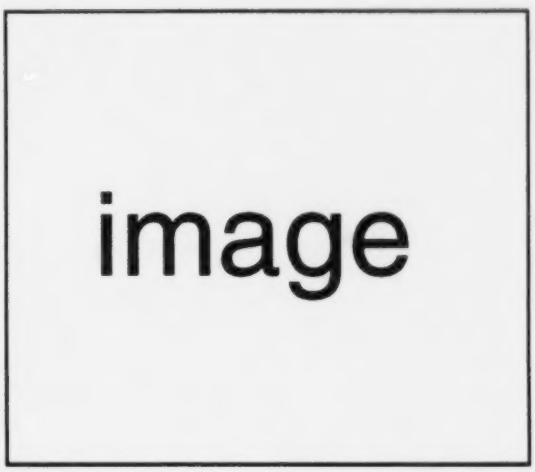
There are many instances while you are creating your Web Page that you can get two lessons in at the same time.

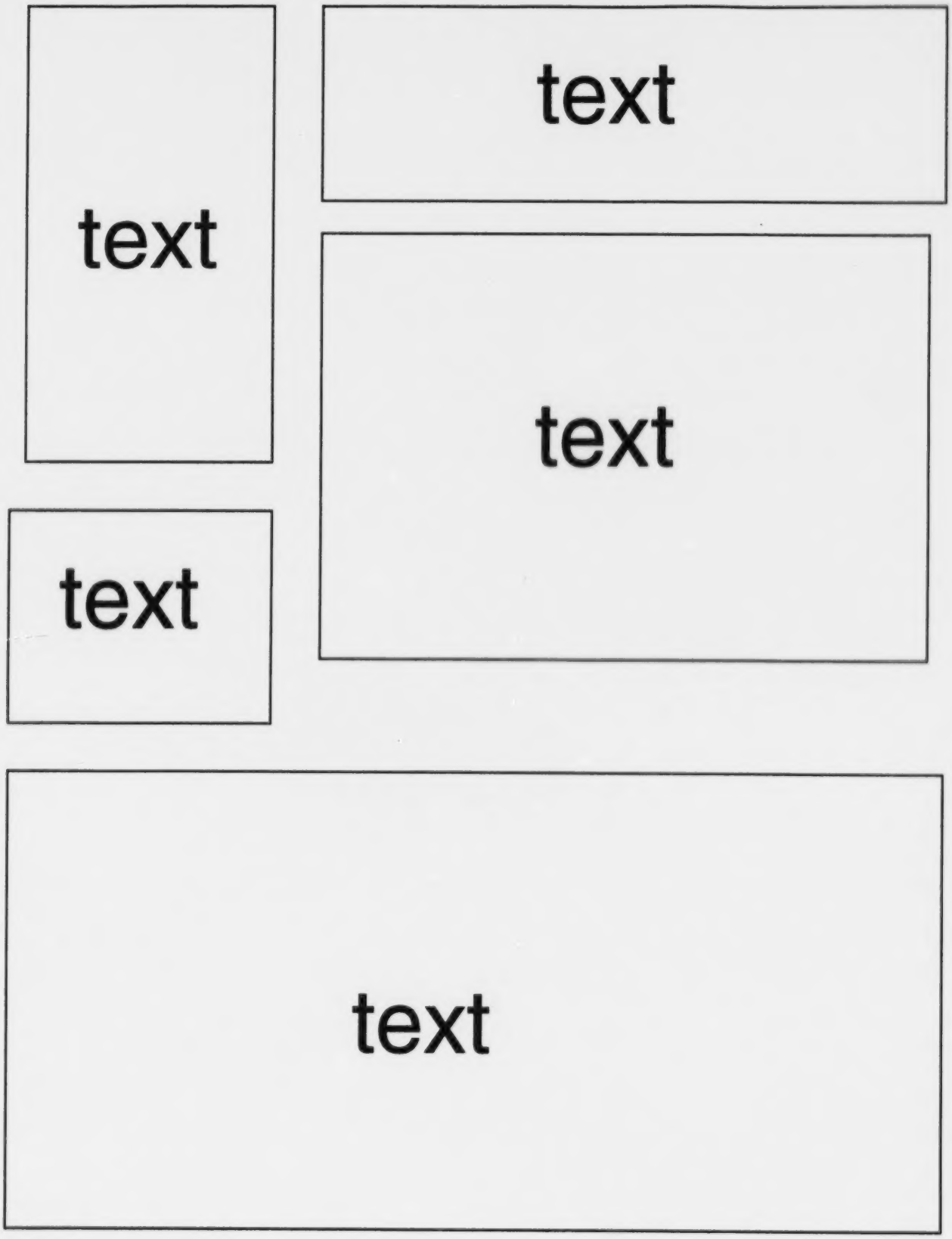
It may seem like you are spending a lot of time on this part of the project, but it **will** save time down the road.

Don't be surprised if this step in the process takes a large amount of time. Spending adequate time on this step, will allow for the smooth creation of the page when you finally go to actually create it using Claris HomePage. Having the physical layout of the page will allow you to let students go to the computer and work on it alone, knowing that they will know what goes where and what the page will look like. It will free up time for you in the long-run.

Title



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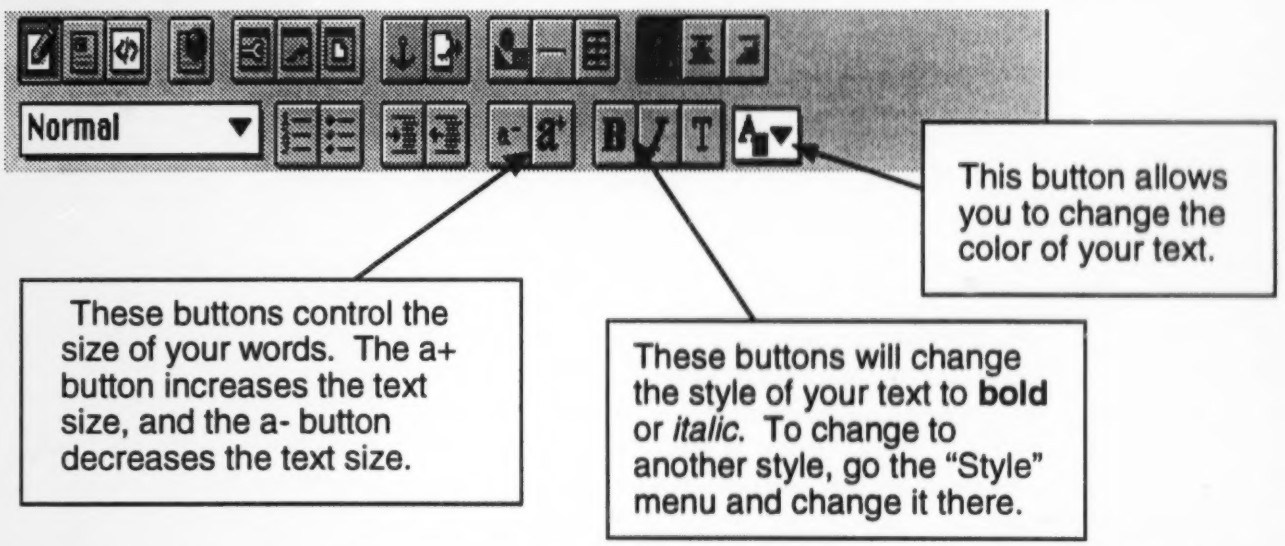
Creating Your Web Page

Creating your Web Page using Claris HomePage

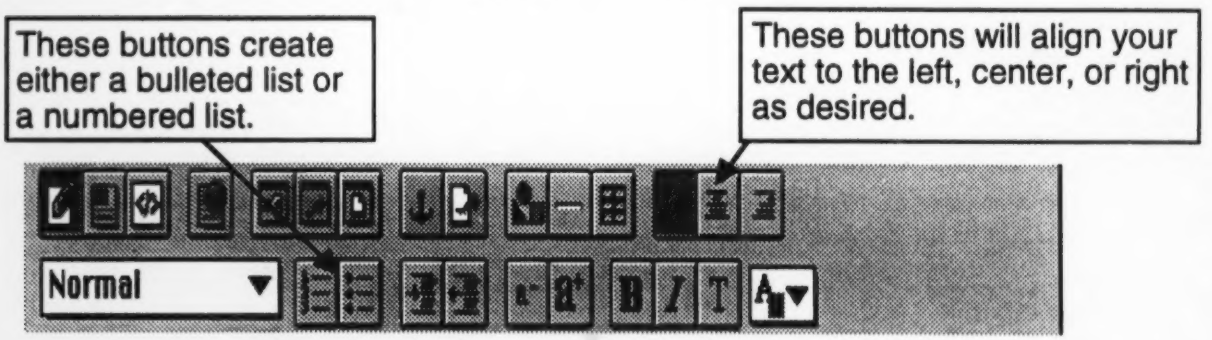
This manual concentrates on the use of Claris HomePage in the creation of your class Web Page. I think that you will find Claris HomePage extremely user friendly, and that after you have planned how you would want the Web Page to look, the creation of it will be a breeze. Using Claris HomePage is a lot like using ClarisWorks in its simplicity.

Text

For text, you simply type and then choose a size, style, and font for your text. I have included a graphic below which will show the buttons in Claris HomePage which control the size, style, and color of your text. To change the font, use the "Style" menu.

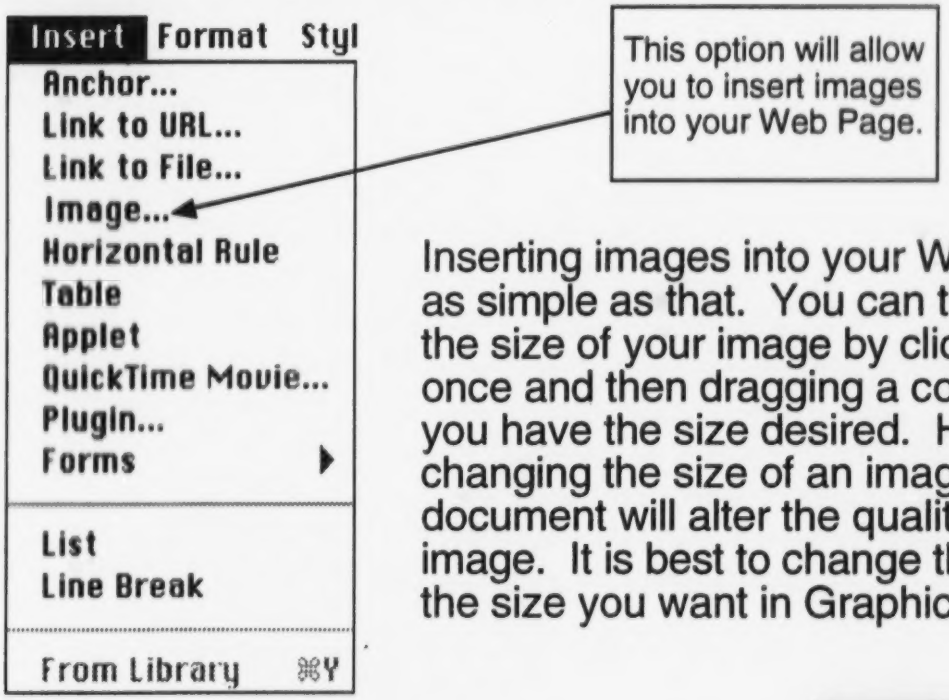

Normal
This button allows you to change the color of your text.
These buttons control the size of your words. The a+ button increases the text size, and the a- button decreases the text size.
These buttons will change the style of your text to **bold** or *italic*. To change to another style, go the "Style" menu and change it there.

Other options in terms of your text, include having a bulleted list, a numbered list, centering your text, and aligning your text to the right. The buttons for these purposes will be shown below.


These buttons create either a bulleted list or a numbered list.
These buttons will align your text to the left, center, or right as desired.
Normal

Images

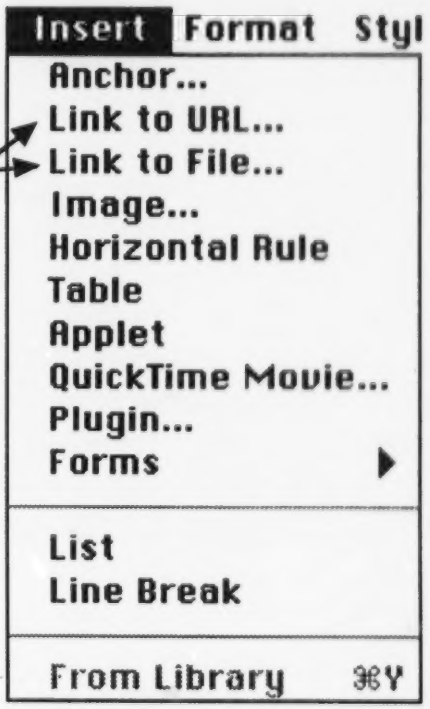
To insert images into your Web Page, choose the "Insert" menu. Under the insert menu choose the option "image..." After this you will need to find the image that you wish to insert and then open it. Your image should then appear in Claris HomePage, provided that you have saved it in a GIF or JPEG format (see Graphic Converter).



Inserting images into your Web Page is as simple as that. You can then change the size of your image by clicking on it once and then dragging a corner of it until you have the size desired. However, changing the size of an image once in the document will alter the quality of the image. It is best to change the image to the size you want in Graphic Converter.

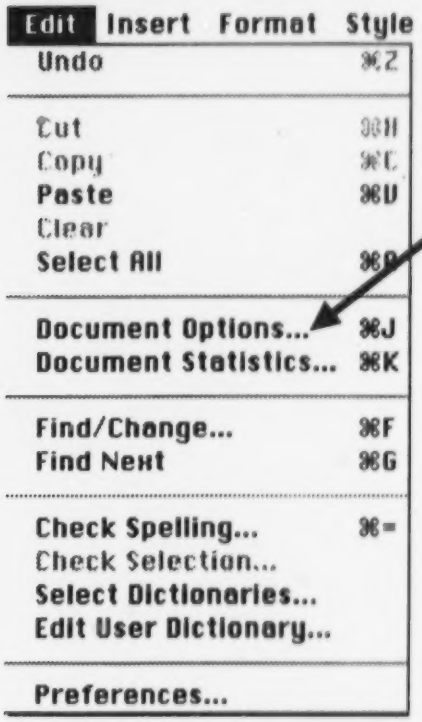
Links

To insert a link into your Web Page, you need to highlight the text or picture that you would like to change to a link, and then go to the "Insert" menu again and choose either "Link to URL..." or "Link to File..." If you want to link to a Web Page that is already on the Internet, you should choose "Link to URL..." and then enter the address when prompted. If you wish to link to another Web Page that you are creating that has not been uploaded onto the Internet, you should choose "Link to File..." and enter the file name when prompted.



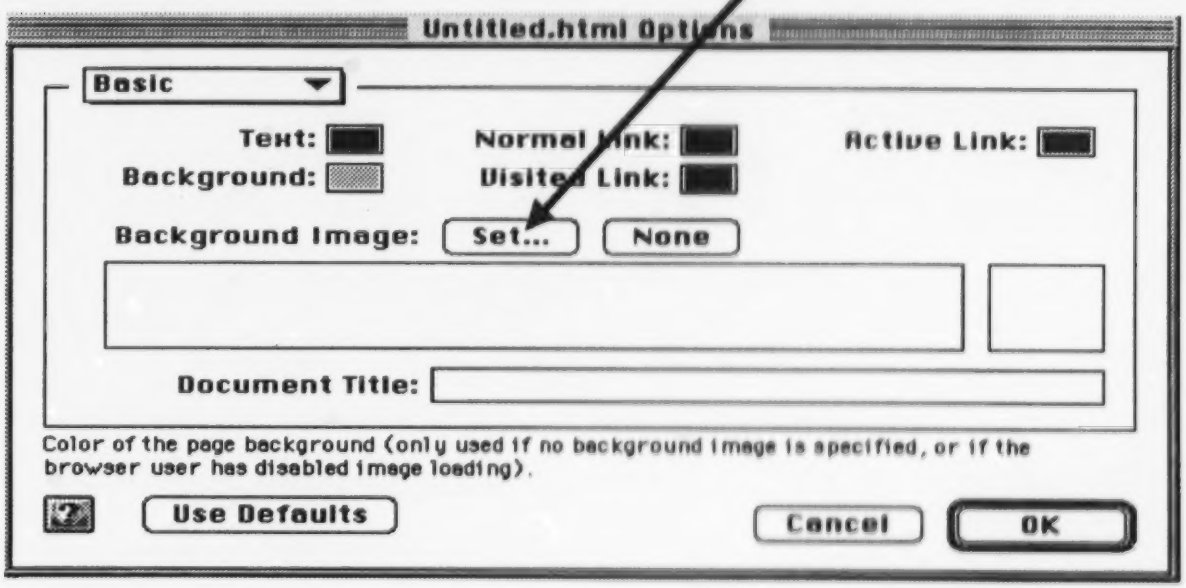
Backgrounds and Colors

Many Web Pages have unique background patterns other than just solid colors. In this section I will tell you how to change not only your background, but also the colors of links and text. To change the color of your text, links, and background, choose the "Edit" menu.



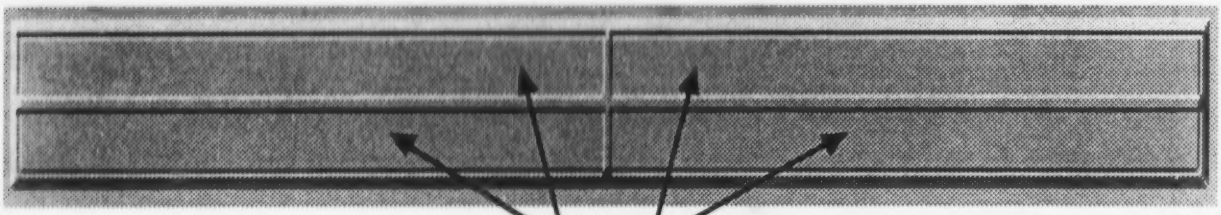
Once in the "Edit" menu, choose "Document Options..." This should get you to the screen at the bottom of the this page

Changing the color of your text, links, and background is self-explanatory from this point. To change your background to a pattern, choose the "Set" option next to "Background Image." You will need to have a pattern saved onto your disk (see the section on capturing images from the web).



Tables

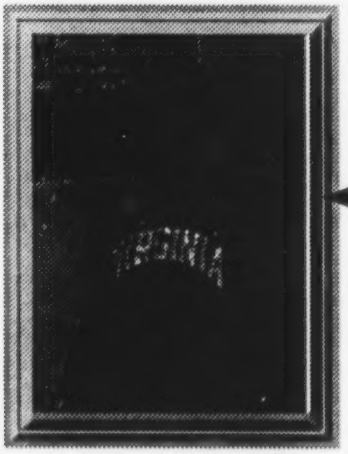
Something I found very useful in the creation of my class Home Page were tables. Tables are very convenient for organizing information. For example, my students each had four pieces of their work displayed on the Home Page which were arranged neatly in a 2 X 2 table like the one shown below.



You can neatly fit four pieces of student work into this table.

For my particular class page, the students included a biography that was done by a classmate, a description of themselves in about 25 words, a picture that they either scanned in or took using a digital camera, and a KidPix picture they created. The table organized each student's material neatly.

Tables can also be used to frame pictures as shown below. If you choose a 1 X 1 table, it will form a nice frame that you can insert a picture into.



This table forms a nice frame for a single picture.

Uploading Your Web Page

Uploading Your Web Page

This is one of the most important and most tricky steps in the process because it will vary from server to server. Check with your technology specialist if you have questions.

After you have created your Web Page, there is only one thing left to do, upload it onto the Internet. The most important part of this process is to initialize your account. Because this process is different for different servers, check with your technology specialist to determine what you need to do at this point. Once you have initialized your account you are ready to upload your Web Page from your disk. To do this you will need to use a program called "Fetch". Most schools will either have this program or will get it for you.

The information you need to upload your Web Page is the same information you need to check email.

Once in "Fetch" you will need to enter the host you are connecting to, your Login ID, your password, and the directory you want to upload your page to (just like logging in to

your email account). In most cases, the directory you want to load your page to will be "public_html". Once you have done this and a connection has been established, you will need to go to the "Remote" directory and choose "Put Folders and Files...." Once in that screen, choose "Add all", and then choose "Done". At this point you make sure that "text files" are being uploaded as "text", and "other files" are being uploaded as "raw data". Next, choose "ok". This will upload your Web Page onto your account and you should now be able to access it on the Internet.

Again, this will vary from server to server, so I suggest using the services of your technology specialist.

Appendix

APPENDIX A

Time line of Events

Lesson 1 : Introduction to Web Pages
* Themes
* Likes and dislikes
* What you want to include

Lesson 2-4 : Introduction to the Digital Camera
* What it is
* How to use it
* How to download images from it

Lesson 5-6 : Introduction to the Scanner
* What it is
* How to use it

Lesson 7-8 : Introduction to Graphic Converter
* What it is
* How to use it

Lesson 8 : Capturing images from the Internet
* How to do it
* Copyright restrictions

Lesson 9-11 : Web Page Layout
* Plan a layout for your page

Lesson 12-20: Introduction to Claris HomePage
* What it is
* How to use it

Lesson 21 : Uploading your Web Page
* How to do it

APPENDIX B

File: IIBE

ACCEPTABLE USE OF TECHNOLOGY

Internet and computer network and non-network access is available to authorized students, teachers and other staff in the Albemarle County Public Schools. The goal of the Albemarle County Public Schools in providing this service is to promote educational excellence by facilitating resource sharing, innovation and telecommunications as outlined in this policy and applicable regulations.

With the access to world-wide resources made possible through technology comes the availability of material that may not be considered of educational value in a school setting. All reasonable precautions are to be taken by teachers and other staff to restrict access to educationally inappropriate materials.

Use or transmission of any material in violation of any United States or state law is strictly prohibited. Also prohibited are the use or transmission of the following: material protected by federal or state intellectual property laws; copyrighted material; licensed material; threatening, harassing or obscene material; and/or pornographic material. In addition, it shall be prohibited to access, attempt to access, use, or attempt to use the Internet, or other computer network or non-network facilities, for any other unauthorized purposes, including but not limited to commercial activities, introduction of viruses, manipulation or corruption of systems, files and other related resources.

Use of the Albemarle County Public Schools' Internet and computer facilities is a privilege, not a right. Inappropriate use will result in an immediate termination of access and other privileges relating to use, and may also result in disciplinary action (up to and including suspension or expulsion in the case of students) as well as potential civil or criminal liability and prosecution. Inappropropriate use will result in an immediate termination of access and other privileges relating to use, and may also result in disciplinary action (up to and including formal reprimand, suspension or dismissal in the case of staff) as well as potential civil or criminal liability and prosecution.

Before using the Internet and computer facilities, students, teachers and staff shall meet with the building principal or designee, or other appropriate staff member to review this policy, learn about appropriate use of Internet and computer resources and become familiar with the protocols of using the Internet and computer facilities. In addition, students and/or their parents or other legal guardians shall, prior to the beginning of the school year or as soon as practicable, receive and sign an acknowledgment of this Policy and return same to the appropriate individual school(s). Teachers and staff members shall also receive an acknowledgment of this Policy and shall indicate in writing to their respective supervisors that they have read, understood and agreed
to its terms.

Administration, faculty or staff may request that the systems administrator deny, revoke or

suspend specific user access in the event of violation of this policy.

Adopted: August 26, 1996

File: IIBE-R

ACCEPTABLE USE OF TECHNOLOGY

Use of the Internet

Through the Internet, students in the Albemarle County Public Schools have access to a variety of resources, including:

1. World-wide electronic mail.

2. Library catalogs from around the world, including the Library of Congress.

3. "Virginia's PEN", Virginia's Online Public Education Network.

4. The World-Wide Web, a collection of Internet Resources.

Liability

1. The Albemarle County Schools will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

2. The accuracy and quality of information obtained cannot be guaranteed, nor can information sent or received be assured to be private.

3. The Albemarle County Schools cannot control or censor illegal, defamatory, or potentially offensive materials which may be available to the user on systems accessible through the Albemarle County Public Schools.

Responsibilities of School Staff

1. Staff members assigning student Internet use will pre-screen network resources in order to determine which are applicable to the curricular needs of the assignment and the appropriate developmental level of the student.

2. As in any classroom situation, the teacher is responsible for the supervision and monitoring of learning activities.

3. Access to Internet resources will be protected by "staff only" passwords with a staff member present.

4. Staff members assigning or permitting Internet use will provide or arrange for instruction in acceptable use of the Internet based on materials provided by The Department of Information Services. Topics to be addressed include:

a. Content of the Albemarle County Acceptable Use of Technology Policy and Acceptable Use of Technology Regulation

b. Generally accepted rules of network etiquette

c. Copyright issues

d. Privacy issues

e. Safety guidelines on the Internet

f. Respect for time and resource use

g. Making appropriate judgments about locating and using information which matches the learner's instructional level and the learning objectives of the assignment

h. Discriminating among types of information sources and assessing the appropriateness of using the Internet as a resource for a specific learning activity.

5. All Albemarle County staff members with active accounts on Virginia's PEN have the opportunity, with appropriate training and guidance, to publish Internet home pages as a participant in Albemarle's Anthology Project. Each school shall appoint at least two staff members with active accounts on Virginia's PEN to be trained to serve as building-level Anthology curators. All Internet home pages shall be reviewed at the building level by the principal or designee and are subject to the terms outlined in Virginia's PEN's Acceptable Use Policy in addition to those indicated here. Internet home pages shall include, at most, students' first names and last initials. Individual student pictures are not allowed to be posted on Virginia's PEN. Internet home pages shall be stored in a location assigned by a designated curator following established transfer and naming protocols. Information and materials (including links) contained in any home page residing in Albemarle's Anthology pavilion on Virginia's PEN must be appropriate and relevant to the curriculum. Individual student projects may be published, within an appropriate teacher's Anthology directory, as Internet home pages when appropriate and feasible given disk space and other limitations.

6. No one may use Albemarle County Public Schools software or equipment to access any service for which there is a fee, to conduct any purchase or to participate in any other commercial activity without prior authorization of the building principal.

7. All Virginia's PEN activities are subject to the terms outlined in Virginia's PEN's Acceptable Use Policy in addition to those indicated in this policy. As indicated in Virginia's PEN's Acceptable Use Policy, a standard Virginia's PEN account shall only be used by the person to whom the account was issued. Class accounts may be used by students under the direct supervision of the person to whom the account was issued.

8. It is the responsibility of the teacher to inform students of the expectations and responsibilities associated with Internet use with respect to appropriate learning activities and to monitor this use.

Student Responsibilities

1. Students will access the Internet with hardware and software owned by the Albemarle County Public Schools under direct supervision of a staff member.

2. The student is responsible for using the school access provided in an ethical, responsible, and legal manner for school-related tasks only. All other division and school codes of conduct apply.

3. The following rules apply for all student access to and use of the Internet and computer facilities:

a. The Internet will be used in Albemarle County Public Schools for school-related academic activities only.

b. Students will access only those network resources to which they have been directed by a staff member.

c. Students are responsible for their actions on school computer networks and any other network accessed through the school network just as they are in any school setting.

d. Students will use appropriate language and follow all applicable codes of conduct.

e. The school division reserves the right to review the content of all computer accounts and files. Network administrators may review files and communications to keep the network working properly and to ensure that users are using the system responsibly. Users should not expect that files will be private.

f. Users will comply with the Internet and Computer Use Acknowledgment they have signed.

g. Using or importing (transferring in) offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other material on any computer or network within Albemarle County Public Schools are prohibited.

h. Any harassment encountered on the Internet shall not be responded to and shall be reported to the supervising teacher immediately. The teacher shall then report the incident to the building principal who will report it to the Assistant Superintendent for Support Services.

i. Students with access to personal online accounts, such as America Online, CompuServe, etc., may not access these accounts using Albemarle County Public Schools software or equipment. No student may use Albemarle County Public Schools software or equipment to access any service for which there is a fee, to conduct any purchase or to participate in any other commercial activity.

j. For safety reasons, students shall not reveal home phone numbers, addresses, or other personal information. Messages shall be signed using only a first name and last initial unless participating in a moderated learning activity which requires full names. Electronic messages shall be transmitted via the Internet with direct teacher supervision using an appropriate electronic mail account.

k. Students will respect the privacy of e-mail and will not re-post communications without consent of the sending party.

l. Students will use the Internet for legal activities only. Illegal activities include, but are not limited to: knowingly spreading viruses, violating copyright laws, using unauthorized software, impersonating another user, unauthorized entry, and/or destruction of computer systems and files.

m. Students will use the network in such a way that use of the network by other users is not disrupted. Network users shall be expected to respect all forms of password protection and use responsible file management techniques (saving, deleting, naming, etc.).

n. Students will use all resources on the Internet in accordance with the policies of the institutions providing the service and the procedures developed by Albemarle County Public Schools.

o. Students may not participate in any form of on-line "chain letters" or the like, including unmoderated surveying of mailing lists or user groups.

Consequences of Unacceptable Use

The use of the Internet is a privilege, not a right. Misuse of Internet access or a violation of this regulation may result in the account or the student's access privilege being denied, revoked, or suspended. Misuse may also subject the student to disciplinary action up to and including suspension and expulsion. In addition, any illegal activities will be reported to the appropriate agencies.

Acceptable Use of Technology Policy
Acknowledgment

I have read the Albemarle County Public Schools' Acceptable Use of Technology Policy and state that I fully understand and agree to abide by its requirements in all respects. Should I violate any aspect of this Policy, I specifically agree that I shall accept and be subject to all ramifications, including but not limited to the loss of access and other privileges.

_____

Student or Staff Member Signature

_____

Parent's/Legal Guardian's signature (for students)

_____

Date

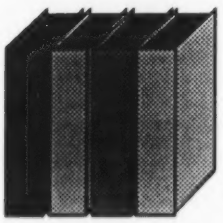
NOTE: YOUR SIGNATURE ON THIS ACKNOWLEDGMENT IS BINDING AND ESTABLISHES THAT YOU HAVE READ THE TERMS AND CONDITIONS OF THIS POLICY AND UNDERSTAND THEIR SIGNIFICANCE.

APPENDIX C

Possible Themes for your Web Page

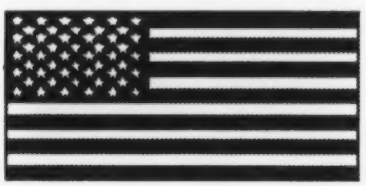
Science:
- Ecosystems
- Solar System
- Animal groups (ex. reptiles)
- Genetics

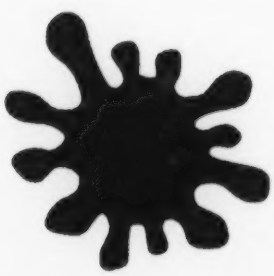
English:
- Poetry
- Biographies
- Book Genres
- Fantasy Stories
- Science Fiction



Math:
- Fractions
- Problem of the Week
- Riddles

Humanities:
- Wars
- Eras
- Politics
- Democracy





Art:
- Drawings
- Computer Drawings
- Paintings
- Eras of Art
- Genres of Art

Acknowledgments

I would like to thank Mr. Kleiner's fourth grade class at Broadus Wood School for making this a very positive experience for me. Their enthusiasm and cooperation gave me energy to continue with this project. I am constantly amazed at their intelligence and abilities. I would also like to thank Aileen Nonis and Elaine Bartley for sharing their technology expertise with me in making this manual possible. Most of all, though, I would like to thank David Kleiner for doing everything possible to make sure that we were able to finish the Web Page in the allotted time schedule. Without his sacrifice and effort, this project would never have been completed.